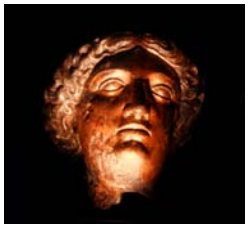

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MINERvA Working Group Meeting

October 06, 2005

1:30 – 2:30 PM

Comitium

Agenda

1) Discuss MINERvA Timeline (cover Acquisition Strategy Timing)[Ed]
2) Tentatively plan the Director's review date [Ed and All]
3) Discussion on infrastructure items installation in March shutdown (drip ceiling, rack/platform modifications, moving electrical and the MINOS PS) [Nancy]
4) Status of development of MINERvA WBS and Resource Loaded Schedule [Debbie]
5) Present and discuss updated Draft of Project Management Plan - PMP [Dave and All]
6) Discuss status of drafting Project Execution Plan – PEP [Dave]
7) Status of Other Action Items from 14-September meeting

DRAFT MINERvA Project Timeline for Critical Decisions & Reviews

Updated 15-Sep-05

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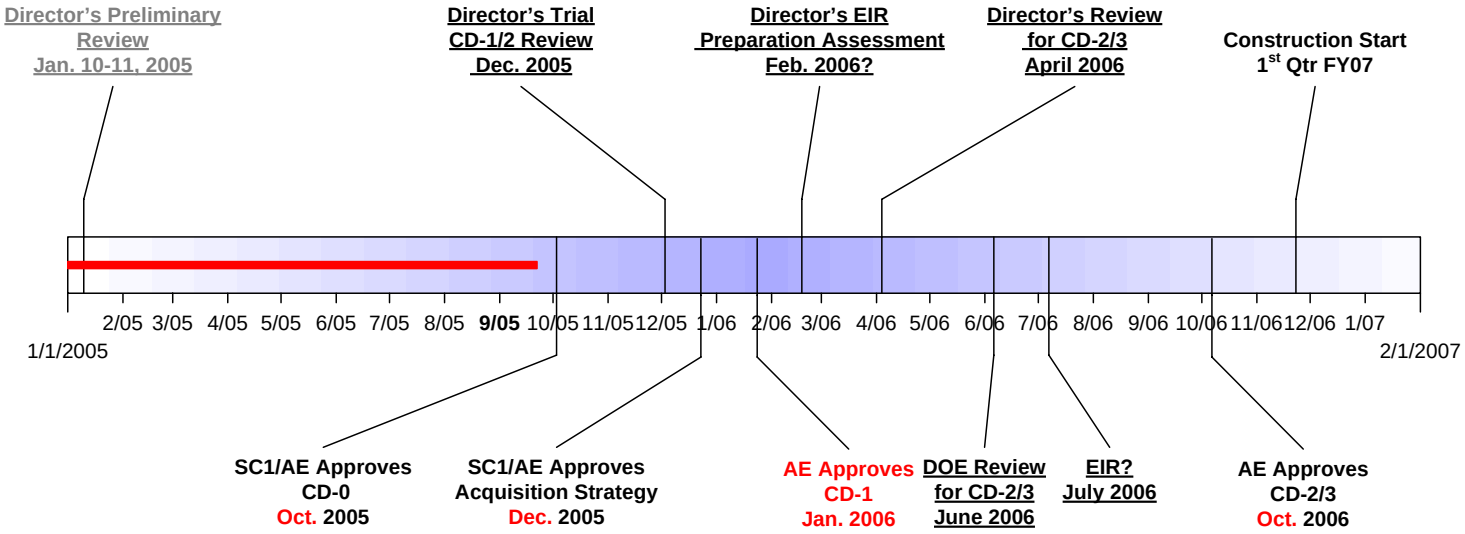
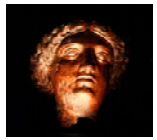


Note:
Items marked in Red indicates change from prior version



MINERvA Project
Draft Critical Design Prerequisites

Updated 15-Sep-05

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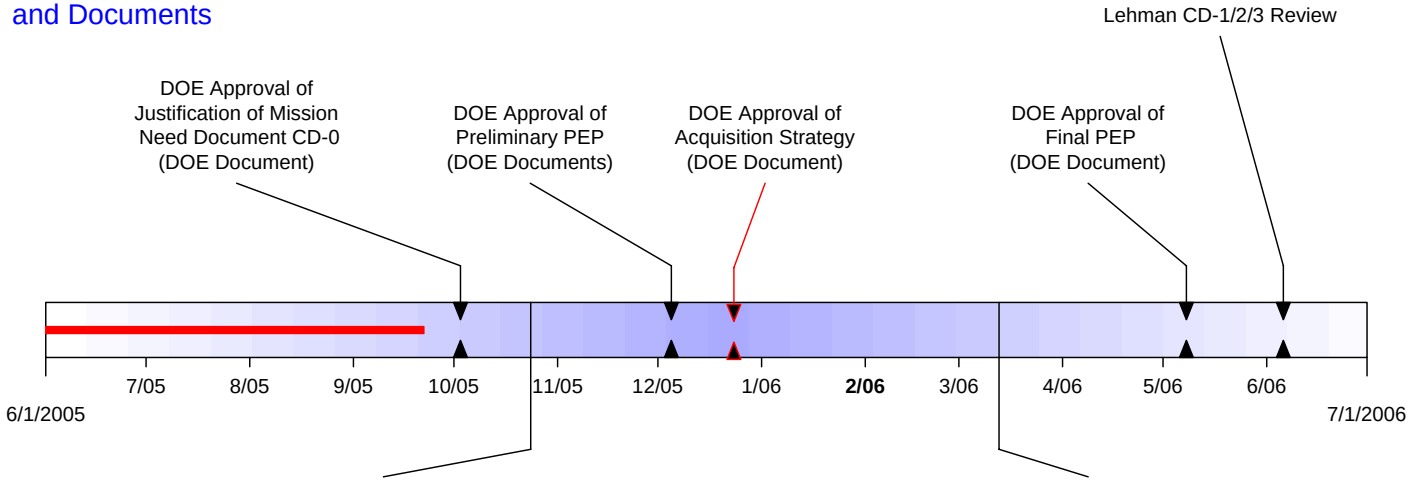
Estimated Need by Dates
for DOE Approvals
and Documents



- Conceptual Design Report (CDR)
- Baseline Range and Resource Loaded Schedule
- Preliminary PMP
- Preliminary Hazard Analysis Report
- Draft Configuration Management Document
- Value Management Document

- Preliminary Design (TDR)
- Baseline Cost Est. and Baseline Resource Loaded Schedule
- Final PMP
- NEPA and Approved Safety Documents
- Final Design & Procurement Packages for Long Lead Time Items
- Final Configuration Management Document
- Updated Value Management Document

Target Completion Dates
for MINERvA Documents

Note:
Items marked in Red indicates change from prior version

DOE 413.3 Attachment 1 - CONTRACTOR REQUIREMENTS DOCUMENT

1. Earned Value Management System (Not required if <$20M)
2. Monthly Reports
3. Acquisition Plan
4. Technical performance analyses and corrective action plans
5. Critical path schedule and Project Master Schedule
6. Cost estimate; (Basis of Estimate)
7. Risk identification, quantification and mitigation
8. Integrated technical, cost, and schedule baseline
9. Configuration Management
10. Value Engineering
11. Quality Assurance Program
12. Integrated Safety Management System
13. Sustainable Building Design

DOE O 413.3 Attachment 1

CONTRACTOR REQUIREMENTS DOCUMENT

DOE O 413.3, PROJECT MANAGEMENT FOR THE ACQUISITION OF CAPITAL ASSETS

The Department of Energy (DOE) prime contractor's project management system must satisfy the following requirements.

1. The industry standard for project control systems described in American National Standards Institute (ANSI) EIA-748, *Earned Value Management Systems*, must be implemented on all projects with a total project cost (TPC) greater than $20M for control of project performance during the project execution phase.

2. Cost and schedule performance, milestone status, and financial status must be reported to DOE on a monthly basis using DOE-approved work breakdown structure elements and data elements for all projects with a TPC greater than or equal to $20M, except for time-and-materials contracts, firm fixed-priced contracts, or level-of-effort support contracts, for control of project performance during the project execution phase. The report must also include variance analyses and corrective action plans that integrate cost, schedule, and scope if variances exceed DOE-established reporting thresholds. Also reported will be analyses of cost and schedule trends, financial status, and baseline change control activity, including the allocation of management reserve, potential problems, and critical issues.

Qtrly

DOE O 413.3 Attachment 1 (cont.)

3. For project contracts that will be accomplished by M&O/M&I contractors, the contractor must have a written Acquisition Plan that is appropriate for the requirement and dollar value of each contract and consistent with the intent of the FAR. The Acquisition Plan for a project contract to be awarded by an M&O/M&I contractor is developed by a team of contractor employees including, as a minimum, the prospective Project Manager and Contract Negotiator. The Acquisition Plan will also be concurred in by the DOE Contracting Officer.

4. Technical performance analyses and corrective action plans must be reported to DOE for variances to the project baseline objectives resulting from design reviews, component and system tests, and simulations.

5. A critical path schedule and a project master schedule must be developed and maintained.

6. Cost estimating must be an integral part of cost baseline and life-cycle cost development and maintenance, budget request development, and estimates at completion.

7. Project technical, cost, and schedule risks must be identified, quantified, and mitigated (as appropriate). Risk mitigation strategies must be developed and implemented.

8. An integrated contractor technical, cost, and schedule baseline must be developed and maintained through the use of a contractor-level change control board.

DOE O 413.3 Attachment 1 (cont.)

9. A configuration management process must be established that controls changes to the physical configuration of project facilities, structures, systems, and components in compliance with ANSI/EIA-649, *National Consensus Standard for Configuration Management*. This process must also ensure that the configuration is in agreement with the performance objectives in the technical baseline.

10. A value engineering process must be used that identifies high-cost project activities in order to realize a maximum return on investment through the use of systems engineering trade-offs and functional analyses that identify alternate means of achieving the same function at a lower life-cycle cost.

11. A quality assurance program must be developed and implemented for the contract scope of work in compliance with DOE O 414.1A, QUALITY ASSURANCE, at the beginning of the project and maintained over the project life. This program must assign responsibilities and authority for quality, define policy and requirements, and provide for the performance and assessment of work.

12. An Integrated Safety Management system must be developed and implemented for the contract scope of work in compliance with DEAR 970-5204-2, Integration of Environmental, Safety and Health into Work Planning and Execution.

13. Sustainable building design principles must be applied to the siting, design, and construction of new facilities.

Action Items

a) MINERvA PM to re-look at division of R&D, I&I and MIE and check that it is reasonable, then prepare a document with what is in each of these cost categories, removing FY05 money. Done and iterating with Greg.
b) MINERvA project needs to start reporting costs as of Oct. 1 2005.
c) Need to find out if MINERvA will have an EIR and, if so, will it be part of the DOE CD 2/3 review?
d) Ed to give MINERvA some guidelines on what to prepare for with the EIR.
e) PM to start gathering Value Engineering documents (make notebook).
f) PM to rename the TDR the CDR.
g) Ed/Dean to update timeline with some corrections Done and shown in this document dated 9/15.
h) PM to revisit costs in Project Management section of the schedule.
i) All send comments to Dave B. on PMP.
j) Dave to update PEP to address MINERvA at >5M$ (work with Greg B. & Steve W.) on project controls system).
k) Dean to send standard resource naming sequence to TJ (for physicists).
l) Mont to come up list of membership for the PMG.
m) Mont to name PM, deputies etc. or delegate naming.
n) Mont to sign FY06 MOU's?